COURSE PLANNING FAQS

TRAINING #1 – COURSE MASTER REVIEW

Q: Not all of my counselors are able to see all links to modify course information that are found under the Course Planner blue button in CAMS.
A: Only counselors with the 'Career Cruising Administrator' access level will be able to edit course information. You can view and edit advisor access by navigating to *Advisor Homepage > View List of All Advisors*.

Q: What is the most efficient way to verify course information?
A: You can export all course data by navigating to *Course Planner > Student Course Guide Editing*. Or, print course information by discipline from the online guide, found by navigating to *Course Planner > Student Course Guide*.

Q: I can verify the bulk of the courses, but several courses will be confirmed and changed throughout the year. Can I make changes throughout the year?
A: Yes – CAMS is accessible to you 24/7. Changes to your course information are to be expected. It is ideal to verify the bulk of the course data at this stage, prior to proceeding to the next webinar – Diploma/Planner Requirements & Demo Testing (Training #2).

Q: What is the purpose of the 'AVAIL' / availability setting found under the Course Planner > Course Master link?
A: All courses when entered into the application by our data entry staff are made 'available' or visible to students. There may be courses you want to manually add to a student's planner which you will be able to do through your CAMS access. These can be hidden from student view by navigating to *Course Planner > Course Master >* select a Discipline from drop down menu or search for the course through the character search then click *FIND >* remove check mark under the *AVAIL* column then click *Update Availability* button.

Q: We have courses that can be both a pre-req and co-req. How should those be set up in the application?
A: Please see the illustration to the right. In this example, ENG 9A is a co-requisite to ENG 9B. A co-requisite in the system will also act as its pre-requisite. The student must have taken and passed the co-requisite (ENG 9A for example) in a previous year or must take ENG 9A and ENG 9B together next year or in a future year.

Q: What is a 'slot'?
A: A slot is a student's time period for the year. For example, if the student is required to take 8 courses/periods in the year, than the slot value is also 8.

Q: We offer before and after courses that award student's credit but since they are outside of the regular schedule students can select more courses than the standard requirement. How can students select these non-regular schedule classes?
A: Add the course to *Course Planner > Course Master*. The student will select this course in the same way that they select any other. The difference will be with the course's SLOT value. Set the slot value to zero (0) so that the addition of the course will not count toward the total slots per year. Navigate to *Course Planner > Course Master >* select a Discipline from drop down menu or search for the course through the character search then click *FIND >* click CODE of course to view details specific to that course > edit *Slots* value, *SAVE*.

Q: I'm entering new courses to Course Planner > Course Master. Why do I receive this message -"This course already exists." I haven't entered it yet?
A: The course may be saved to Course Master but may not have been associated to a discipline. If you are searching by discipline, you will not be able to locate the course. Instead, search by the character search next to the *FIND* button.

Q: What if the course codes in my course guide don't match the course codes in the student files?
A: The course codes are the unique identifier of the course. The course codes in Course Master need to be an exact match with what you have saved in your SIS. If they are not, they will need to be corrected before prior to or as part of the Closing Tasks. Closing Tasks are those tasks that need to be completed before importing student selected courses into your SIS.

Q: If we delete a course, does it disappear/delete from the student's course planner?
A: You will only be able to delete a course from *Course Master* if it has not been added to the student's course planner. If at least one student has added the course to their planner, an advisor will not be able to delete the course. See the illustration to the right.